



## JOB ANNOUNCEMENT

### **Management Analysis Specialist I (Two Positions Available) Division of Finance and Administrative Services**

The Division of Finance and Administrative Services/Compliance and Quality Control Unit is seeking applications for two MAS I positions in Jefferson City-Broadway State Office Building (Cole County). The work hours for this position are 8:00 to 5:00.

**JOB DUTIES INCLUDE:** This position will be responsible for any combination of the following duties:

- Perform program and financial reviews of the internal operations of the Department of Social Services and/or external organizations providing contracted services to DSS or its clients.
- Review financial and program records to evaluate the accuracy of the information reported, conformance to policies and procedures, and compliance with contract terms, federal and/or state laws, and regulations.
- Prepare reports detailing findings and recommendations of reviews.
- Day trips and overnight travel will be required.
- Considerable knowledge of accounting principles and compliance practices.
- A working knowledge of word processing, spreadsheet, and database software.
- Ability and initiative to develop, prepare, and utilize spreadsheets, and monitoring tools and reports.
- Ability to establish and maintain effective professional working relationships
- Other duties as assigned.

#### **QUALIFICATIONS:**

(The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.)

A Bachelor's degree from an accredited college or university with a minimum of 24 earned credit hours in one or a combination of the following: Business or Public Administration, Economics, Finance, Industrial Engineering, Engineering Management, or a closely related field; and,

One or more years of professional experience in management analysis, fiscal or financial analysis, operations research, or industrial engineering.

*(24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for the required experience.)*

*(Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.)*

**SALARY RANGE:** \$1,538.50 - \$1,596.00 Semi-Monthly

**TO APPLY:** Please send your cover letter and resume along with a completed DSS Employment Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> to [brenda.s.becker@dss.mo.gov](mailto:brenda.s.becker@dss.mo.gov). If you have not already applied for this job classification through the merit system process, interested applicants must complete an on-line application at <https://www.ease.mo.gov/ease/logon.jsp> by the deadline noted below.

**RECRUITMENT AREA:** Accepting applications from all qualified applicants.

**APPLICATION DEADLINE:** Deadline for applications is November 18, 2016. Applications will be subject to review prior to scheduling interviews.

**DSS IS AN EQUAL OPPORTUNITY EMPLOYER**